

# **TUG'S DAYCARE AND PRESCHOOL**



## **PARENT HANDBOOK**

**950 N. Illinois Ave., Mason City, IA 50401**

**641-424-9023      Cell: 641-420-0815**

**Nikole Benson: Owner/Director**

**(If interpretation/translation is needed assistance will be provided through AEA  
267, please contact Director for assistance)**



Welcome to TUG'S! We are excited to have you and your child become a part of our center. It is our desire to provide a well-rounded program for your child, with a caring and trained staff who will provide challenges and opportunities for children in which to experiment, explore, create and discover.

### **Objectives:**

- \* To guide the behavior of young children
  - \* To stimulate an interest in values
  - \* To foster good human relationships
  - \*To build healthy personalities
- \* To let each child know that he/she is wanted and belongs
  - \* To develop each child's individual skills and talents
  - \* To develop good listening habits

### **Goals:**

- To give your children careful attention, affectionate care, and stimulating things to do, so they will experience happy and healthy development while they are in our care.
- To furnish nutritious meals and snacks at regular times.
- To give you reasonable notice except in an emergency situation if we request the removal of your child.
- To keep you informed of your child's progress or problems

### **As the parents, we ask that you...**

Inform the center if someone other than the mother or father will be picking up the child and inform that person they will need proof of identification in order to pick up the child.

Provide any special food and clothing (for inclement weather to play outdoors) the child will need.

Report any change in address or phone numbers to the center.

Submit timely payment for services.

Submit all state required paperwork for your child on a yearly basis. (This includes immunization updates, annual updates, yearly physicals completed by doctor through age 5) It is very important to the center to keep the children's files up to code in order for our annual state inspection.

## CENTER LICENSING

Tug's Daycare is licensed by the state for 105 children. Ratios are as follows: Babies 6 wks-23 mos. is 1 staff per every 4 babies; 2 yr olds is 1 staff per every 6 children; 3 yr olds is 1 staff per every 8 children; 4 yr olds is 1 staff per every 12 children; and age 5 & up is 1 staff per every 15 children. Room capacities are as follows: Baby .5 is 4 children; Baby 1 is 12 children; Baby 2 is 12 children; 2's is 18 children; and 3's is 18 children; 4's & 5's is 24 children; and Library is 17 children.

## CHILD ABUSE

All TUG'S employees are mandatory reporters of child abuse and receive training in identifying abuse. This is a state requirement. Section 232.69 of the Iowa Code requires that every employee of a licensed daycare or preschool facility, who in the course of employment, reasonably believes a child has suffered physical abuse, sexual abuse, or neglect, shall immediately report the suspected abuse directly to the Department of Human Services.

Any Mandatory Reporter, who, in good faith, makes a report of child abuse or participated in the investigation of a child abuse, has immunity from any liability. (Civil or Criminal)

Records and/or information pertaining to the abuse may be released to the child abuse investigator without release required in other situations. (232.73)

## CLOSINGS

TUG'S will be closed for the following holidays: New Year's Day, Independence Day, Thanksgiving Day and the Friday after, Memorial Day, Labor Day and Christmas. Closings could include other days due to low enrollment, inclement weather, or emergencies; TUG'S Director would notify parents in advance. If an extreme emergency (no heat, electricity, flood, bomb threat, burst water pipes, etc.) occurs after the children are on site, TUG'S director and staff would implement our emergency plan to vacate the center and notify parents. TUG'S Preschool follows their own monthly calendar which can found on our website.

## EMERGENCY PLANS

Your child's safety is important to us. We have emergency plans implemented and posted in each area of the center in case of a sudden storm or emergency where parents are unable to reach the center. In the unlikely event that the center is severely damaged or declared unsafe, plans are made to evacuate children to an emergency shelter where they will await your arrival. Should such an emergency occur, the Director will notify you and/or will post a notice at the center. ***Evacuation Plan:*** In the case of an emergency, such as a bomb threat, chemical spill, or earthquake, tornado, or fire, it may become necessary to evacuate the building. An evacuation procedure and diagram is posted in each room of the center. Fire/Tornado procedures are posted in each room next to the fire exit door with clearly marked evacuation procedures. Staff and children participate in monthly fire and tornado drills. In the event we should receive a bomb threat or any other threat that we would need to evacuate the center for, **our safe haven would be Grace E Free Church which is located at 440 N. Illinois (directly south of Tug's).**

**Alternate Emergency Evacuation Site:** The second evacuation site if the church would be unavailable is **915 9<sup>th</sup> St. NE** (the director's house) and the children would be transported safely. The Director can be reached at 641-420-0815.

**Lost or Abducted children:** The Tug's staff will contact the Director immediately if a child cannot be located and will notify the police (911) within 10 minutes, and the parents, to assist in the search. The remaining children would be accounted for and then we will evacuate to the safe area if necessary.

### **MEDICATION POLICY**

A medication release form must be filled out, signed and dated by the parent before prescription drugs will be administered to your child. We will administer medications that are approved with a doctor's note stating what specific medications are needed, and dates and times to administer medication. We will not administer once a day medications. All medications must be in original container with a prescription attached. Medication release forms must be renewed each month. Please see updated medication policy on pages 13-14, updated 01/19/2016.

### **HEALTH & SAFETY**

TUG'S seeks your partnership in the effort to keep all of the children healthy and free of contagious diseases. It is our goal to maintain an environment that is healthy, clean and safe for the children attending TUG'S, without restricting opportunities for growth and fun. We can't prevent your child from being exposed to illness. Germs are everywhere. We can cut down on the spread of germs by keeping hands, toys and surfaces children touch clean and dry. Frequent hand washing is the single most important thing we do to protect your child from exposure to germs. It is important that everyone in the center follow these procedures: Children, staff and parents! Hands will be washed with liquid soap and running water before meals, snacks, or any food preparation or setup, after using the rest room or assisting a child in the rest room, after sneezing, coughing or wiping a runny nose.

For the protection of all children and staff, parents are asked not to bring a sick child to TUG'S. Please keep your child at home if he/she shows any of the following symptoms:

...A temperature of over 100 degrees (orally)

...Intestinal disturbance accompanied by diarrhea or vomiting

...Any undiagnosed strep infection (child may return after 24 hours of antibiotic treatment)

...Sore or discharging eyes or ears

...Lice, scabies, ring worm, impetigo, etc.

...Difficulty in breathing, uncontrollable cough.

If your child develops any of the above listed symptoms during the day, your child will be isolated in an area designated for illness and you will be called to come and take your child home. If your child has been exposed to any contagious disease, please notify the center so we can be alert to similar symptoms in other children. The center will notify you of illnesses that may be present as well.

Mildly ill children who can participate normally in the activities of the center don't need to be routinely excluded. This would include children with colds, mild ear infections, etc.

If your child is well enough to attend TUG'S, he/she is well to participate in all aspects of our program including outside play. Our staffing requirements may not permit us to keep one or two children inside during our planned recess time. Our staff will make every effort to assure the children are dressed appropriately for outdoor play. Please help us with that responsibility by sending appropriate outer wear. Marking your child's clothing with their name is a great help to us.

Children must wear shoes at all times unless napping. Sturdy rubber soled shoes that allow children to run and climb without slipping is recommended.

### **ENROLLMENT POLICIES**

TUG'S is a year round, full day program serving children ages 6 weeks to twelve years old. Registration will be accepted on a first come basis. In order to be enrolled you will need to supply the following:

- All registration forms. State regulations require you to fill out all forms in the enrollment packet and return them to the center by the first day of attendance.
- A registration fee of \$35.00 per child is payable at the time of registration. This fee is non-refundable. A \$25 annual equipment fee per child is due each September.
- A report of physical examination within the last year including current immunizations.

We request that TUG'S business office is notified one week prior to the date any newly enrolled child is expected to first attend. We strongly encourage parents to bring their child in to visit and meet the teachers. If a visit is not possible, we ask that you schedule some extra time the first day your child attends, to spend with him/her at the center to help familiarize them with their new surroundings. If you anticipate separation difficulty, please let us know. We can offer you some ideas to help make the transition easier for you and your child. If your child cries, it will usually only be for a short time. But, if you are concerned, please feel free to call. Adjustment times vary with each child. Teachers are trained to help in this process. It's our desire to keep in close contact with you during this time, and if you would like to call and check on your child, please feel free to do so.

### **BITING POLICY**

Biting is a normal part of growing in the early years of age 1 through age 3. We will work with the child and parent in regards to frequent biting incidents, but we will need your help and feedback in this as well. A time out or separation from the group is given to the child who does the biting. Tugs will fill out an incident report for the child that is doing the biting as well as an accident report for the child who is bitten. If further steps need to be taken the Director will contact the parent.

## ACCESS POLICY

Parents have unrestricted access to their children. Visitors, which include anyone not being the parent/guardian of the child, will have to check in at the office and will not be left unsupervised with any children. When someone is required to register for a sexual offense, they will need to be in contact with the Director/Owner. The director and that person will establish an individualized written agreement signed by both parties; if the person who is required to register is not a parent or guardian, they will NOT be allowed on Tug's property.

## DAYCARE, PRESCHOOL & TUG'S

**DAYCARE:** The cost per child for attending TUG'S Daycare will be based on an hourly fee of \$4.25 for babies age 6 weeks to 24 months, \$3.75 an hour for all children age 2-12. Additional children receive a fifty cent deduction per hour. A 35 hour per week minimum is charged per family. This guarantee will be paid every week regardless of attendance. A 2 week vacation allowance per year is granted to each family whom maintains a guarantee January through December. Vacation is to be taken in 1-week increments. Let the director know prior to your week off that you will be using a week of vacation so your bill can be properly adjusted.

**TUG'S CONNECTION – (After School Program for grades K-5<sup>th</sup>)** Located at Jefferson Elementary School Gymnasium. There are a limited number of openings in our after school program. We require a weekly guarantee of \$25.00 for afternoon care from 3:00-4:00p.m. per week per child. There is no reduction for multiple children in the same family.

**BEFORE AND AFTER SCHOOL –** We are staffed at 6:30a.m. until the bell rings, if your child is still with Tug's Connection at 4:00 a bus will transport children back to the TUG'S site. We provide planned activities, with snack provided at TUG'S. Before school care and any care needed after 4:00 p.m. will be charged the regular hourly fee with a 12 hour per week minimum per week.

**PRESCHOOL –** Tuition for the Preschool is based on a nine-month schedule. No adjustments will be made for illness, family vacation, and/or holidays. Payments are due on the first of each month, September through May. If your child also attends Tug's Daycare, the charges for preschool will appear on your weekly bill the first Monday of the month and placed in your child's backpack.

3's Early Preschool – Tuesday & Thursday – 9:00-11:30 A.M. - \$150.00 per month

4's Early Preschool – Monday, Wednesday, Friday – 9:00-11:30 - \$165 per month

5's Preschool – Monday through Friday – 12:30-3:00 - \$180 per month

**TUG'S is funded 100% by parent fees.** It is important that you pay on time. We are providing a service that enables you to work or to pursue those activities that are important to you. We hire the best teachers and we value each of them. We must be able to assure them that they will receive wages for the work they do. Failure to remit tuition when it is due jeopardizes the continuity and stability of your child's care. For this reason, we cannot extend credit to any family enrolled at TUG'S.

**Bills are issued every Monday. Bills are due by Friday!** If your account begins to exceed \$500, you will be asked to immediately pay at least 50% of the amount you owe, or you will be asked to withdraw from the center. A fee of \$35.00 for each returned check, due to insufficient funds will be charged, and cash payments may be required thereafter. Accounts left unpaid upon withdrawing will be handled through private collectors or small claims proceedings. Please remember payments are due every Friday. TUG'S schedules rate increases annually in order to cover increasing expenses and will provide a minimum of 3 weeks notification of the new tuition amounts. There may be additional fees for special events, special meals, parties, and field trips. If you have any questions about your bill, please call 424-9023. Year-end statements are available for tax purposes upon request.

**DISMISSAL PROCEDURES:** Every child is unique. Group childcare may not be the most beneficial childcare option for your child. If a child is exhibiting consistently disruptive or dangerous behavior we reserve the right to withdraw the child from the program. In addition, if the center policies are not respected, such as hours of operation, updating of forms, health policies, etc., or if fees are not paid within the time allotment and notice of late fees and payment are ignored, your child will be discharged from our center.

### **DAILY ARRIVAL AND DEPARTURE**

TUG'S Daycare hours are 6:00 a.m. to 6:00 p.m. Monday through Friday year-round. It is the parents' responsibility for the child's safety to and from the parking area. Parents are expected to bring their child into the building and assist them with the removal of their coats, boots, etc. Please call if an emergency arises and you need a little extra time to make arrangements for your child to be picked up. Any time you are going to be late we'd appreciate a call in advance. Our staff is scheduled according to our regular numbers at specific times so please be considerate for the safety of the children and so we can adequately meet our state ratio requirements.

### **PICK UP PROCEDURES**

Children will be released only to persons authorized to pick up as indicated on the enrollment forms. If someone other than the authorized person will be picking a child up, there must be written permission from the parent, noting that person's name, phone number, and date child is to be picked up.

In the case of divorced or separated parents, the **Custodial Parent** must communicate with the center who the child/children may be released to. The **Custodial Parent** must approve of all verbal or written changes from the **Non-Custodial Parent** regarding release information. A **Non-Custodial Parent** has the **right** to take their child at any time unless there is court **documentation** on file at the center indicating differently.

## **SIGN-IN SIGN-OUT**

Children are signed in by the teacher in their room as they arrive at our center. Daycare parents are required to put their signature on the sign-out sheet when picking up their child, by doing so you are authorizing that the signed in & out time of your child is correct. Times need to be recorded accurately as these figures are fed into the computer for billing purposes. A late fee of \$20.00 will be automatically billed through our computer program if you are late picking up your child, after 6:00 p.m. closing time.

## **BREAKFAST, SNACKS & LUNCH**

We have a wonderful cook at TUG'S! She arrives early in the day and begins preparing our meals. A weekly schedule of foods to be served will be posted on the parent bulletin board. Please inform the Director and child's teachers if he/she is on a special diet for medical purposes. Breakfast is served from 7:30-8:00 a.m. The fee for breakfast is \$2.00 per day and billed at the end of each month on your regular bill. The children will have a mid-morning and mid-afternoon snack consisting of milk or fruit juice and a nutritious food item, furnished by the center. Lunch is served daily from 11:00 to 12:30. There is a charge of \$3.50/lunch per day for children over 2 and \$3.00 per day for children under 2 and no charge for snacks. All lunches will include a bread, a protein, a vegetable, a fruit and milk. We practice good table manners, have group discussions, and encourage nutrition awareness. We always say "thanks" for our food. If there is a short table grace you would like us to share, please let us know. If children do not want to join in, that is fine; we just ask they sit nicely while we say prayer. Children are encouraged to try new foods and have a "happy plate" (an empty plate when done) but are able to make their own choices on what and how much they choose to eat.

## **RESTING TIME**

All children from baby 2 through the 3 yr. old room are required to nap or rest from 12:30-2:30 unless otherwise informed by parent. 4 yr. olds that are still to nap will go into the 3's room to nap and will rejoin their room when they wake up. Cots are provided along with blankets which are laundered every few days. If your child would like to sleep with a special blanket or snuggle toy please feel free to bring them. A daycare employee will sit near your child and gently rub his/her back (if the child desires) to encourage relaxation and sleep. The children who do not go to sleep are allowed to get up with their teacher's permission, if they have been cooperative and quiet on their cot for a reasonable time. We ask for your cooperation on this. Please inform your child that he will need to nap or rest on a cot at naptime. The children will be more cooperative and accepting of our procedure if we have your support and if he/she is prepared for it ahead of time! Please do not tell your child he won't have to rest and lay the heavy burden upon us... it only misleads the child and makes it even more difficult for the child to accept this routine. Please see updated Infant Safe Sleep in Child Care Policy on page 15, updated 04/07/2016.



## **TUG'S PRESCHOOL**

TUG'S Preschool is happy to offer drop-off service. Children will arrive and depart at the TUG'S Preschool door, which is the first door on the North side. Please follow the cars to the south end of the lot. Remain in the car, driving up to the door one at a time. The teachers will help the children from the cars and escort them into the building. The process will be repeated for pickup time.

### **TUG'S Preschool Drop Off/Pick Up Times:**

A.M. Classes – Arrival Time: 8:55 A.M.

Pickup Time: 11:30 A.M.

P.M. Classes – Arrival Time: 12:25 P.M.

Pickup Time: 3:00 P.M.

Please be courteous to those using the daycare entrance. If your child needs to arrive or depart at a time other than that stated above, the parent will be responsible for bringing the child to the preschool classroom and assisting the child with outer garments and etc. Preschool children may also use the daycare if you need to drop your child off early or if you will be late picking up your child. Parents are then responsible for the regular daycare hourly fee. This will not include the noon meal unless arrangements have been made in advance with the daycare staff. Your child should not arrive more than 5 minutes prior to the start of the session and dismissal time should not be more than 5 minutes after the end of the preschool session. If someone other than those persons listed on the enrollment application as authorized will be picking up your child, please notify the Director or teacher in advance. This must be in writing before the child will be released.

## **THE CLASSROOM**

TUG'S is child-oriented with the appropriate number of teachers, assistants and volunteers to meet or surpass the state requirements for child/adult ratios. The rooms are divided into interest centers (Family Living, Building, Discovery, Books, Music & Movement, Sand/Water, Puzzles, Art) where informal learning situations occur. The children are expected to assist with clean up and are encouraged to respect TUG'S property. The children have the freedom to use materials through exploration and experimentation, giving creative expression to their ideas and feelings, creating opportunities for the child to think for themselves and experience learning at their own rate of speed. The teachers will be available to the children and will offer individual attention, understanding, praise, help in control or accomplishment, and offer comfort and warmth at all times. We will strive to develop positive self-images, spontaneity, self-help and self-care, initiative, leadership, cooperation, and coping abilities in the children within our care.

## **CURRICULUM**

The curriculum is designed for socialization, the building of self-esteem and confidence, and provides the stepping stones to academic skills. The curriculum is a well-rounded program, which challenges the children to think to themselves, provides an opportunity for exploring and experimenting and allows for creative expression.

## **CLOTHING & PERSONAL EXPRESSION**

Weather permitting we will participate in outdoor activities. Please dress your child accordingly. Make sure all outer garments are clearly marked with your child's name. We recommend you dress your child in washable and comfortable play clothes, which he can manage on his own. An extra set of clothing in a bag marked with your child's name is needed for little "accidents" (bathroom, paint, food spills, etc.)

## **BIRTHDAYS**

Birthdays are special! We will gladly share in celebrating your child's birthday at TUG'S. Please notify the center if you wish to bring a special treat, excluding cupcakes. Preschool children with summer birthdays are welcome to celebrate an "Un-Birthday" sometime during the school year.

## **GUIDANCE & BEHAVIOR MANAGEMENT**

Our goal is to help your child grow into a caring, responsible person who is in control of his/her own behavior, rather than to discipline. At TUG'S we believe children who feel good about themselves behave in positive ways. Our staff is knowledgeable in child development and provides varied activities, which the children can accomplish successfully. The TUG'S teaching team encourages and challenges the children to try new activities and develop new skills. Teachers prepare an interesting and loving environment with plenty of developmentally appropriate activities, preventing many unacceptable behaviors from ever developing since the children are actively engaged in constructive learning. Positive reinforcement is used to reward appropriate behavior and to encourage more appropriate behaviors to develop. Consistent and appropriate expectations and limits will be set for the child's development level. The teachers act respectfully and safely so the children see that behavior modeled. Center areas are created and schedules are developed which allow for a mix of quiet and active play, places to be alone, and opportunities to be with small or large groups of children. The learning and activity centers are created to allow children to move from one area to the next easily, yet reduce running and aimless behavior. Each child is respected, and the TUG'S teachers expect respect from the children in return. Children will be encouraged to work out and solve their own problems appropriately.

## **CONSEQUENCES FOR NEGATIVE BEHAVIORS**

Consequences that result from negative behaviors will be natural and logical. (If a child is throwing blocks, he/she may not play with blocks for a specified period of time.) Negative behavior will be attempted to be redirected to a positive behavior. If redirection is not effective, the child will be redirected to visit TUG'S "Thinking Chair" for a brief time period not to exceed 3 to 5 minutes. Usually after only a very few minutes of quiet thinking, the child is ready to return to playing cooperatively. Occasionally a serious behavior may require an office referral where the child is totally removed from the other children and must work out a behavior plan with the center director. Conferences may be initiated by either center staff or parents to discuss strategies for dealing with behavior problems. *\*TUG'S reserves the right to discharge a child if the director and staff agree that a child has been disruptive to the total educational environment and agree that the child's needs could be best met in a different environment.*

## ***NEWSLETTERS***

A monthly newsletter will be sent home in the Preschool along with the month's activities and special events/themes calendar. **Please read it carefully. It is vital that you be aware of your child's day!** A Day Care newsletter and/or information notices will be issued upon need.

## **SHARING**

**PRE-SCHOOL** – A “Virtual Share Bag” will be sent home periodically throughout the year. You and your child are encouraged to select together an appropriate item or two to be photographed and e-mailed by the next Preschool day. When selecting an item, keep our theme of the week in mind if possible. Verbally visit with your child about the item(s) he or she is to share with the class at home, this makes it easier for them to speak in front of the other children when it comes time for them to present their Virtual Share Bag on our Smart TV. Play guns, weapons, and aggressive toys are not permitted.

TUG'S Daycare has plenty of toys for the children to play with. We request no toys be brought from home. So many times, these toys get broken or lost or just cause problems for all of us. We need the parents' cooperation in enforcing this before your child leaves home. Nap blankets, sleeping toys and books to share at story time are acceptable. Special sharing days may occur throughout the year in the Day Care. You will be notified by our Day Care staff of those occasions. ***TUG'S CANNOT ASSUME RESPONSIBILITY FOR LOST, STOLEN, OR, DAMAGED ITEMS.***

## **SPECIAL DAY SIGN-UPS**

To ensure state ratio requirements are maintained, it is important for you to notify the center of your child's attendance plans. Prior to no-school days, ½ days, or Holiday vacations when the center still provides care, you will be asked to sign your child up on a special “Sign-Up” sheet on the entry way table. **Please be definite with your plans, so adequate staffing arrangements can be made. If you sign your child up for those days and staff has been recruited, you will be responsible for those hours regardless of attendance.**

## **FIELD TRIPS**

Field trips are taken during the year and are considered an integral part of the educational program. Adult supervision is provided for these excursions. We stay within the state requirements of staff per children ratio + an extra staff for each group. The TUG'S Activity Bus, which is a 12-passenger van with a certified driver, is used for these field trips, or a school bus from the North Iowa Bus Company, if we are going a long distance. Parental signed permission slips will be required. All children traveling by car/van must be restrained with a seat belt and in a car seat. Children will not be seated in the front seat of any vehicle. Should you not want your child to participate in a particular field trip, you may keep your child home on that day or they may stay at the center. If your child is NOT SIGNED-UP they will not be allowed to participate.

## SUMMER

TUG'S is open year round for your convenience. We offer a variety of fun activities for the children enrolled in our summer program. We plan a weekly field trip, swim at the pool twice a week, and offer transportation to 2 sessions of swimming lessons at the MC Aquatic Center for children 4 years old and older. Our TUG'S teachers plan a lot of exciting on-site activities to go along with our weekly themes, involving art, drama, music, choosing time, physical fitness, story time, games, discovery centers, outdoor activities, cooking, movies, computer time, rest time, and nutritious snacks and meals.

## RETAINING YOUR CHILD'S POSITION

A weekly retainer fee of \$45.00 is charged to TUG'S Connection children (school-age) and those enrolled in the before and after school program. In order to retain your school-age child's spot, either regular attendance of 12 hrs+/wk or paying the retainer fee is required. ***For daycare children a weekly minimum of 35 hours per week is charged to families in order to retain their spot.***

## PARENTS

Choosing a quality childcare program is one of the most important decisions a parent can make. We take your decision very seriously and are committed to living up to the important responsibility of caring for your child.

We invite you to visit TUG'S any time and feel free to ask questions, or make suggestions. Should any problems arise concerning your child, please contact the Director or your child's teacher.

## PARENT ORIENTATION

When parents come to the center they are taken on a tour of the center, introduced to staff and if children are with them they are invited to join the room while we talk to parents. We go over the handbook and the schedules of the rooms for that age of child. This is when they are informed of the registration papers and physical form found on our website; they are informed that we need a current copy of the child's immunizations. We have not had an issue with the parents not being able to understand the handbook, if there were an issue with a language barrier, we would have to use resources through the community to better help them. Tugs also has a website that the handbook is currently available for them to easily access. When they are about to leave the center, they are given my business card with available numbers on it. Then if they have a question they may call.

Thank You,

Nikole Benson

Director/Owner

Tugs Daycare and Preschool

## Medication Administration Policy

- A. **PRINCIPLE:** This policy recognizes that some students may need to take medication during their day at Tugs Daycare & Preschool. Because giving medications poses an extra responsibility for staff and having medications in the facility is a safety hazard, strict medication guidelines must be followed. Tugs will send staff to medication Administration Training and whenever possible, these staff will administer medications. All medication will be supplied by parents. Whenever possible the first dose of a medication should be given at home to see if the child has any type of reaction. **Once a day medicines will not be given at Tugs Daycare & Preschool.** Parents or legal guardians are welcome to come to the facility to administer medication to their own child during the day. A signed medication administration form must be completed for each medication by the parent and an order from a health provider (MD, DO, ARNP, or DDS) must be on file.
- B. **PROCEDURE:** Medications will be administered only after a parent or legal guardian has provided written consent. All child allergies will be documented and checked before giving medications. All medications, both prescription and non-prescription, must be in their original container, labeled with child's name, have a child resistant cap, have clear physician instructions or manufacturer's instructions, and an expiration date on the container. Instructions for dose, time, route of administration and duration will be provided to the staff in writing by a physician (signed note or prescription label.) These requirements apply to both prescription and over-the-counter medications, Staff will wash their hands before and after giving medication.
- 1.) **For prescription medication:** A completed medication form must be signed and on file before prescription medication can be given. A physician order must also be on file for each prescription medication. The pharmacy label will serve as the physician order. The label shall contain the following information –Child's name, name and strength of the medication, the date the prescription was filled, the name to the health care provider who prescribed the medication, pharmacy where medication was filled and phone number, expiration date and legible instructions for administration and storage. Expired medications will not be given. Medications prescribed for family members other than the child it is to be given to will not be given. Staff may call the pharmacy if they have questions regarding the medication.
  - 2.) **For non-prescription medications:** Indiscriminate use of over-the-counter medications is strongly discouraged. Staff reserves the right to refuse to give medication if the parent instructions do not match the manufacturer's recommendations. Over-the-counter medications will be for short term use only. Expired medications will not be given. Medications will be administered only after a parent or legal guardian has provided written consent. A physician order must also be on file for all non-prescription medications. Over-the-counter medications must be labeled with the child's name, name and strength of the medication, expiration date and legible manufacturer's instructions. Sunscreen, bug spray, and diaper rash creams are considered to be a medications. There is a box located on the annual physical form that can be checked by your physician. This is good for one year.
  - 3.) **Medications for chronic conditions and emergency situations:**  
Children with chronic conditions such as asthma, diabetes, severe allergies and other conditions may have a need for ongoing medications. For medications that are to be

used on a as needed basis (Example: if wheezing occurs, Albuterol nebulizer treatment should be given.) the parent should complete a new med sheet each month and renew the prescription from the physician yearly. All labeling requirements apply to these medications also. These medications must also be checked for expiration dates. In special circumstances staff may need additional training to give required medications. Staff will be responsible for notifying parents when prescriptions are due to be refilled or medications are due to expire.

- 4.) **Documentation:** A record of daily administration of medications must be maintained. Staff will document the name of the student, name of medication, dosage, day, month and year medication was given, time medication was given and any side effects that were noted. Staff will initial (with original signature a least once on med sheet) AFTER giving each dose. If medication is omitted, incomplete dosage was given, child was absent or any error in medication will also be documented. Spills, reactions, and refusal by child to take medication (children will not be forced to take medicine) will be documented as well. Staff will watch for possible signs of reaction or side effects to medication. Rashes, shortness of breath, vomiting, itching, swelling and any other unusual symptom will be reported immediately to Nikole Benson and the child's parents. 911 will be called for life threatening reactions.
- 5.) **Storage:** All medications brought to the facility should be in the original containers, have original packaging, and have child resistant caps. Medications will be stored at the temperature recommended for that medication, in a sturdy, child-resistant, closed container that is inaccessible to children. Medications that are to be refrigerated will be stored in a temperature monitored refrigerator and separated from food items. Medications should not be transported to Tug's Daycare & Preschool in the child's backpack or possession. If medications need to be given both at home and Tugs Daycare & Preschool , we request that the parent ask the pharmacist to split the medication in 2 containers, 1 to be left at home and 1 to be left at the center. Parents should bring medication to Tugs Daycare & Preschool. At vacation time, the end of the school year or the end of the course of medication, all remaining medication shall be returned to the student's parents.
- 6.) **Medication Errors:** Medication errors will be controlled by education of staff members. Each time a medication is given the following 6 "rights" will be reviewed:
  1. Right Child
  2. Right Medication
  3. Right Dosage
  4. Right Time
  5. Right Route (ex: oral, ear, eye...)
  6. Right DocumentationIf any of these "rights" has been violated, a medication error has occurred. In the event of a medication error, it will be reported immediately to Nikole Benson and to the child's parents. If a child is given another child's medication, the poison control center will be called immediately at 1-800-222-1222 and their instructions will be followed. Staff will complete an injury-accident report form with complete accuracy and honesty.

Infant Safe Sleep in Child Care Policy

All staff and volunteers at Tugs Daycare & Preschool follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Products Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death (SIDS). SIDS is the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.

- Infants will always be put to sleep on their backs.
- Infants will be placed on a firm mattress, with a tight fitted sheet, in a crib that meets the CPSC federal requirements CFR 1219 for full-size cribs and CFR 1220 for non-full size cribs.
- No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, quilts, sheepskins or loose bedding will be in the crib or draped over the crib.
- Devices such as wedges or infant positioners will not be used. The AAP has found no evidence that these devices are safe and their use may increase the risk of suffocation.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If extra warmth is needed, footed pajamas or a sleep sack will be used as an alternative to blankets.
- Only one infant will be placed in a crib to sleep.
- No crib toys, mobiles, or musical/night light crib attachments will be used in the crib.
- Infants may use a pacifier during sleep. It may not be attached to the infant’s clothing by a string, cord, or other attaching mechanism that might be a strangulation risk.
- If the infant falls asleep anyplace other than a crib (i.e.: bouncy chair, while being held, or arrives to care asleep in a car seat) the infant will be moved to a crib immediately.
- Our child care program is smoke free and smoking is not allowed in Iowa child care businesses.
- Sleeping infants will be actively observed by sight and sound.
- When infants are able to roll back and forth from front to back, the infant will be placed on their back for sleep and allowed to assume a preferred sleep position.
- Awake infants will have supervised “tummy time” several times daily. This will help strengthen their muscles and develop normally.

Staff in direct care of infants will take a SIDS related class in their first year of employment when offered by Child Care Resource & Referral.

Parents will review this policy upon enrolling their infant at Tugs Daycare & Preschool as a copy is provided in the parent handbook. A parent brochure about safe sleep and reducing the risk of SIDS “Safe Sleep for Iowa Babies” is available.

Signed by: \_\_\_\_\_ (Director/Owner)  
\_\_\_\_\_ (Staff Member)  
\_\_\_\_\_ (Parent)

Parent Handbook revised on 04/01/2021